

FRANKLIN COUNTY PURCHASING DEPARTMENT
373 South High Street, 15th Floor
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

WORKING TITLE: General Commodities/Purchasing Coordinator
(Bargaining Unit)

PCN: 021005

SUPERVISOR: Purchasing Supervisor

PRIMARY RESPONSIBILITIES: Under general supervision of the Purchasing Agent 2/ Purchasing Supervisor, performs the full range of procurement functions from requirement development to contract administration. Receives and reviews requisitions from assigned customer agencies and assigned commodities for the purchase of supplies, equipment and services. Evaluates adequacy of requirements and definition among vendors. Discusses and provides recommendations to agency specifications and implements revisions, as needed.

Prepares Invitation to Bid (ITB) using specifications and knowledge of industry trends, and state and county regulations. Designs ITB with proper contract language to allow for logical evaluation of completing bids and for post-award contract enforcement. Selects vendors to receive ITB; reviews questions and clarifies ITB concerns with vendor during pre-bid conferences. Reviews bids received and prepares cost and price analysis. Responsible for overseeing vendor responsibility determinations.

Performs contract administration. Solicits opinions from customer agencies regarding vendor performance. Performs day to day aspects of the SEB Program (Small and Emerging Business Program).

MINIMUM REQUIREMENTS: Completion of undergraduate degree in public or business administration, purchasing, materials management, contracting acquisition management, logistics or other related field or 2 years experience in purchasing/procurement position with contract administration and completion of program coursework for Associates degree is preferred. Ability to calculate fractions, decimals, and percentages, and to read and write common vocabulary plus: 6 courses in purchasing/procurement (e.g., principles of purchasing, advanced purchasing, purchasing negotiations, value analysis, materials handling, inventory & production control, purchasing problems) or 6 mos. experience; 1 course in public relations or 1 mo. experience; or equivalent.

SCREENING CRITERIA:

- Experience in oral and written communication skills to include writing bid specifications.
- Experience in reviewing requisitions, writing ITB's, evaluating vendor responses and communications with vendors and customers.

DEADLINE FOR APPLYING: Wednesday, June 21, 2006

STARTING SALARY: \$14.22 per hour, plus a comprehensive benefit package.

If interested, please send application/resume to the Franklin County Human Resources Department, 373 S. High Street, 25th Floor, Columbus, Ohio 43215.

-EOE-

6/7/2006